

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Tuesday, October 16, 2012 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards
Members Absent: None
Others: Kathleen Pippin, Laurie Whitten, Len Norton, Justin Bristol, Paul Anderson, E. Arthur Enderle, Edward Alibozek, D. James Barton, Chuck Riggott, Shelia Gleckman, Samuel Johnson and others.
Press: Larry Smith (Patch. com) and Justin (Journal Inquirer)

I. Call to Order

First Selectman Denise Menard called the Regular Meeting to Order at 7:00 p.m., in the Town Hall Conference Room.

II. Attendance

Denise Menard, First Selectwoman
Alan Baker, Deputy First Selectman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Added Agenda Items

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen adds an Agenda Item VIII. Board and Commission Appointments, C. East Windsor Housing Authority, Marie DeSousa (D) Regular Member of a remaining four year term to expire December 1, 2012.

IV. Approval of Minutes

Regular Meeting of October 2, 2012

Clarification was noted in the October 2, 2012 Regular Meeting Minutes. An amendment to the minutes on Section X., Sub-paragraph h, Paragraph 2 is noted. The following is the noted as amendment:

“...Mr. Richards indicated that the automatic 2% increase is also an issue which needs to be addressed.”
to

“...Mr. Richards indicated that the automatic 2% increase is also an issue which needs to be addressed. His intention of reviewing this issue is not to have the percentage of the increase to be higher or lower, but the difficulties it makes during the budget process. ”

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the Regular Meeting Minutes of October 2, 2012 as amended.

V. Communications

None.

VI. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard gave to all the Board Members a copy of her report dated October 16, 2012, which report read as follows:

“The Treasurer’s office has hired an interim assistance for reconciling accounts in preparation for the 2011-2012 audit. If you recall the reconciliation clerk left in April and we have been unable to find the correct person to fill the position. We have a gentleman that does similar work for Windsor assisting along with the temp that began a couple of weeks ago.

I have asked our IT technician to update the Board as part of discussion of the transfer request related to IT. I can quickly say that I am impressed with the support and professionalism Justin has provided during this process. I will also say that my cautions that this would be a challenge for everyone has certainly proved accurate and I remain confident that at the end of the process will be an extremely improved position relating to our IT systems. Finally, I would like to publicly thank all Town staff and everyone that needs to communicate with us for their patience and understanding while we work through this IT upgrade.

The Dog Park Committee’s Barktoberfest was a great success as was the Hal Kresge fundraiser at the Golden Gavel/Joe’s Fine Wines plaza. What wonderful volunteers we have in this community!

I participated in a Broad Brook School Welcoming Committee meeting yesterday. The findings from yesterday's group will be added to other recommendations that are being gathered for a discussion to be held at an Educational Governance Council Meeting on November 5 at the Broad Brook School.

The Shared Services meeting scheduled for tonight has been rescheduled to next week if all can attend the date proposed by the Chairman.

Finally, I am giving a print out of an email from a resident with his suggestion for increasing our ability to gather citizen complaints. Although we are absolutely not able to implement this kind of system right now, it is something we can work toward if you all think it is a good process.

Reminders:

October 19	Annual Report reports due
October 19	EW State Representative candidates' debate at the EWHS
October 22	CCM Convention
October 22	Capital Improvements Planning Committee Meeting
October 29	Town Meeting – Ordinance Update and Budget Transfers
November 3	Daylight Savings Time
November 6	Election Day
November 10	Veterans' Road Race
November 11	Veterans' Day – Town Hall Closed"

Ms. Laurie Whitten, Director of Planning and Development, gave to the Board Members an update of the Property Maintenance Code from Mr. Rand Stanley, Building Official. It was suggested this report be given to the Board on a monthly basis, given to the Selectmen's Office no later than the Wednesday before the second monthly meeting.

b. Alan Baker, Deputy First Selectman

Mr. Baker commented on the American Heritage River Commission's fun paddle event. It was well attended and it was a great day. He unfortunately was unable to attend.

Mr. Baker discussed the recent Planning and Zoning Meeting which he attended. There was an informal discussion held regarding a Dollar General Store to come to the Town, however, there is no permit request as of that meeting. Mr. Baker commented on the recent Conservation Commission Meeting. The community gardens were discussed and the process of clearing and cleaning the garden sites.

Mr. Baker remarked about the Farmer's Market which will took place last Sunday and will continue to take place on Sundays at the Golden Gavel. It will take place 10:00 a.m. to 2:00 p.m. Presently there are four small vendors who attend. Discussions are already taken place for the planning of next years Farmer's Market.

Mr. Baker discussed the Source to Sea Clean-up in which 22 volunteers cleaned up along the Connecticut and Scantic River, Scantic Road, and Mill Pond. They filled up a 30 yard dumpster. He wanted to thank all of the volunteers who attended!

c. Dale Nelson, Selectwoman

Ms. Nelson commented on the recent Warehouse Point Fire Department meeting of October 1, 2012. She indicated that there was a discussion regarding reimbursement of taxes for fire fighters, more information will follow at the next meeting. There was also a discussion regarding a Fire Marshall's report and restaurant violations.

On October 4, 2012, Ms. Nelson attended the Broad Brook Fire Department Meeting. The gym walkthrough was discussed but has not yet happened. There was a discussion of the new servers and laptops. There was mention of a car accident which recently happened on Harrington Road in which the fire department responded to and an execration was needed. The responders did a great job handling this emergency. She spoke of the recent Hartford Fire County Memorial Mass which was very moving.

Ms. Nelson remarked about the Barktoberfest which took place on October 6, 2012. It was fun had by all! Ms. Nelson commented quickly about the East Windsor Ambulance Tour which took place on October 10, 2012.

Ms. Nelson was unable to attend the recent Police Commission meeting due to the East Windsor Ambulance Tour. She did mention that the police have lost manpower due to injuries which have happened outside of their duty along with recent retirements. Three cadets will be attending the police academy for training which costs approximately \$1,500. Contract negotiations are ongoing.

She did mention the Warehouse Point Fire Department's recent event which was a pig roast. It was great!!

d. Richard P. Pippin, Selectman

Mr. Pippin commented on the recent Inland/Wetland Meeting which was a quick meeting. Two items were tabled for the next meetings which were Cemetery Association and 286 South Main Street. The dog training facility on North Road

was granted their permit. He noted that the start time of the meetings have been changed to 7:00 p.m.

He inquired about the Town Fire Marshall's report which was not included in his packet this evening. Ms. Menard commented that she will have Jennifer send out a group reminder for the reports.

Mr. Pippin commented that he has spoken to a few residents who have complaints regarding safety issues on Norton Road and Melrose Road. He indicated that there are plants which have overgrown which have created safety issues. Since the growing season is over, this should be addressed.

e. James C. Richards, Selectman

Mr. Richards gave to all Board Members his report dated October 16, 2012 for their review. Mr. Richards discussed the most recent Board of Education Meeting which he arrived late due to the Ambulance Tour. The Board was presented with East Windsor Public Schools Organization Chart and the Board of Education Meeting schedule was discussed. Purchasing procedures were also discussed including how to solicit prices, bids and quotes. A Wellness Committee is now in place which will review existing policies with the Director of Food Services including food allergies.

Mr. Richards mentioned the most recent Economic Development Commission Meeting. He indicated that the correct date of the East Windsor Business Assistance Forum and the East Windsor Economic Development Commission Meet and Greet is scheduled for January 31, 2013. The forum will begin at 4:00 p.m. with Meet and Greet later on the night at LaNottes Restaurant. The First Selectwoman and Staff have been instrumental in putting this program in motion including creating a list of lending institutions, government and private agencies that assist businesses in creating and growing their firms. All East Windsor businesses will be involved with the Economic Development Commission taking on the role of marketing to the Business Community.

Mr. Richards commented on the recent Historical Preservation Commission meeting which went very smoothly. The discussion about the visit to delayed demo property working with the owner and salvage people to secure items and inventory them. They may need a place to store items.

Mr. Richards mentioned the recently Housing Authority Meeting and attached the Director's Report to this report for the Board Members to review. He indicated that Parks and Recreation did not meet because they did not have a quorum and the Shared Services Committee Meeting was to be this evening, but has been cancelled and will be rescheduled.

VII. Public Participation

Mr. Samuel Johnson of Hillside Farms addressed the Board. He commented that he noticed the flags that are flying down Main Street in Broad Brook and the poles are white. He thinks it looks terrible. Ms. Menard indicated she will pass this onto the Veterans Commission. Mr. Johnson also mentioned the gazebo by the pond. There are a lot of kids hanging around down there, and he questioned that they should be in school during the day. He doesn't believe they are doing anything wrong, but maybe if the Town had a facility for them to go to they would not be hanging around the gazebo. He did mention a police presence there the other day.

Ms. Shelia Gleckman of Hillside Farms addressed the Board. She inquired as to any updated information regarding the blight problems which have been discussed at past meetings. Mr. Baker indicated that he just received an update from Mr. Rand Stanley, Building Official and he would be happy to give her a copy of same.

VIII. Board and Commission Resignations and Appointments

a. Resignations: None

b. Re-Appointments: None

c. New Appointments:

Shared Services

Ted Szymanski (D) Regular Member at Large, 2-year term to expire 10/01/2014

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the appointment of Mr. Ted Szymanski (D) to the Shared Services Committee, for a two-year term expiring October 1, 2014.

East Windsor Housing Authority

Marie DeSousa (D) Regular Member of a remaining four-year term to expire December 1, 2012.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the appointment of Ms. Marie DeSousa (D) to the East Windsor Housing Authority, for the remaining of a four-year term expiring December 1, 2012.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen move Agenda Items No. XI. Budget Matters, B. Budget Transfers and No. X New Business, A. Discussion of Fiscal Year Responsibilities of the Town and WPCA before IX. Unfinished Business.

XI. Budget Matters

b. Budget Transfers

Before the discussion of budget transfers is to take place, Ms. Menard introduced Mr. Justin Bristol, IT Technician to the Board. She wanted Mr. Bristol to give the Board Members an update on the refresh project. Mr. Bristol indicated he has been employed with the Town of East Windsor since August. Since that time, he has prepared for the project by analyzing the infrastructure and doing a lot of the behind the scenes work to prepare for the overhaul. He indicated the email migration took longer than it was originally anticipated and he is happy to report that all town departments have been migrated; however, the police department is still using the older system at the present time. He commented that nothing was lost during this transition. He mentioned that usually email migration traditionally takes approximately 72 hours to complete; however, this took approximately two weeks. He blames the delay to poorly maintained equipment, updates were never done. The band-aid approach has been used in the past instead of fixing a problem permanently. The key issue revolving around the email migration had to do with the email server and it had to be rebuilt from scratch before the migration could take place. He reiterated that the police department email is currently using the older email program. He remarked that moving forward from this refresh; the IT department will plan updates and proper maintenance so this problem does not happen again in the future.

Mr. Baker inquired about in the future having an internal and external audit of the IT department and data. Mr. Bristol inquired if this would be for security of the system, and Mr. Baker commented that it would be for all of the IT equipment and software, including security. Ms. Menard indicated that the Town auditors run a report auditing the IT systems of the Town.

The first transfer discussed is a transfer from CNR-Unassigned to CNR-Town Information Technology in the amount of \$21,500. This is to purchase land use permitting software. Ms. Laurie Whitten, Director of Planning and Development addressed the Board. She gave a copy of a memorandum dated October 16, 2012, along with attachments to the Board for their review while discussing this transfer. Updating the computer

systems, the Building Department Permitting Software (Cornerstone) will be incompatible without a full upgrade. This is the software that has been determined to be antiquated and cumbersome to use. Through CIP requests, the land use staff has been requesting new permitting software that all departments could use. The proposed new software is known as Viewpoint.

To upgrade the Cornerstone software, which only the Building Department can use, the cost will be \$13,500 plus \$ 3,000 a year which is approximately \$16,500 for the fiscal year 2012-2013. Subsequently, Diversified Software, the parent company of Cornerstone, has informed the Town that they are closing their business as of October 31, 2012. CRCOG has a contract for regionalizing permitting software, called Viewpoint. The goal is to have a regional permitting system that all can use from town to town. Viewpoint was demonstrated to Town staff in November of 2011. After reviewing other permitting software, all the staff present was excited about how easy and versatile Viewpoint was. At this time, through CRCOG, the Town of East Windsor is being offered a full package, with training for \$43,000. the offer has been made to have this cost covered over a two year span, without any additional costs to East Windsor, as we have made efforts in the past to get this funded. In the future, there will be additional costs to municipalities to have extended payment plans. The Viewpoint cost for fiscal year 2013 will be \$21,500 and fiscal year 2014 \$21,500. This includes training for all departments, and will enable all pertinent departments to be engaged in the permitting process through their computers, and stakeholders be able to apply for a permit online. In other words, this will enable a streamline permitting process.

A lengthy discussion was held regarding maintenance costs and transferring current data.

The second transfer discussed was from CNR-Unassigned to CNR-PD Renovations in the amount of \$32,000. Ms. Menard indicated this transfer is for the additional funds needed to complete the renovation of the locker room. The costs of the renovations were split between last year and this year. The second half of the renovations is for the plumbing. Recently, there was a problem with the plumbing and overflowing toilets. This is a necessary expense to complete this project.

The next two transfer discussed was from CNR-Unassigned to CNR-Public Safety Security System in the amount of \$5,000 and CNR-Unassigned to CNR Town Renovations in the amount of \$11,486.64. The first expense is for the Town's ID system which has been discussed along

with security cameras for the Town the second one is for Town renovations. The monies for these transfers are coming from the Town's portion of the CIRMA check.

A brief discussion was held.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approve all transfers listed on Exhibit A attached hereto and forward to the Board of Finance for approval and to Town Meeting, if necessary.

Board Recessed at 8:15 p.m.

Board Reconvened at 8:20 p.m.

X. New Business

a. Discussion of Fiscal Year Responsibilities of the Town and WPCA

Ms. Menard introduced to the Board, Mr. Paul Anderson, Chairman of WPCA, Mr. D. James Barton and Mr. Chuck Riggott of the WPCA to discuss the fiscal year responsibilities of the Town and WPCA. Mr. Paul Anderson addressed the Board. He indicated that the WPCA requested this meeting to clarify the responsibilities of the Town and WPCA as regards to the sewer system of East Windsor. There are benefits that all residents get because of the sewer system. These include places to shop and conduct business, expansion of the grand list easing the financial burden on taxpayers, general health and safety, and more. Considering this, the general population should have some contributory interest in the Town's sewer system. Examples are North Road, Newberry Road, and Prospect Hill Road. The grand list increases with each added connection to the sewer system. New businesses are required to connect and they add to the grand list. While the operation and maintenance of the sewer system is primarily supported by the actual users, the object of the meeting is to define the division of responsibilities.

The discussion began with Ms. Nelson inquiring if the WPCA had a 5 to 10 year CIP plan. Mr. Anderson and Mr. Barton commented that they plan is in the process, but with all of the regulations required by Federal and State Agencies, it is difficult to plan. The five year CIP plan usually falls due to budget constraints. It has been suggested that the WPCA should not be subject to the instability of the budget and therefore the plan, responsibility and expenses falls on the WPCA; however, the revenue generated by new hookups and user fees of only half of the town is not enough to fund such a plan which benefits the entire town. Ms. Menard indicated that she was at the meeting the night of the presentation and it

was felt that the obligations of the WPCA included day to day operations and maintenance of the plant. The Town could lose funding of grants if the WPCA is not compliant. She indicated it is very difficult to help fund the WPCA in the budget due to the budgetary constraints the Town faces every year. She mentioned that the WPCA lowered their user's fees and in fact, if they increased those fees slightly more revenue could be generated. She also mentioned the connection charges which have not been raised in many years. She commented about the current budgetary constraints in the Town and the other needs of the Town departments and how to prioritize such projects with limited funds.

A lengthy discussion was held regarding the funding of major projects which would require bonding and general maintenance of the facility. It was suggested that the WPCA look to other Towns which have sewers and septic systems and how funding of projects and general maintenance of the facility are funded.

It was **MOVED** (Richards) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen returns back to order of Agenda Item No. IX. Unfinished Business.

IX. Unfinished Business

a. Establish Energy Efficient Task Force

Ms. Menard indicated in the Board Member's packets is the document entitled "Establishing an Energy Efficient Task Force" for their review. She had taken the notes from the last meeting and incorporated same into this document. She indicated that the staggered terms would not be in effect until after the 18 months was up. It was question about a recording secretary and the cost of same. It was noted that a recording secretary would be considered once this task force is concerned a permanent one and the notes could be taken by a volunteer until such time. It was also mentioned that task force would report to the Board on a quarterly basis and it would be noted in the document under the section entitled "Charge". It was also suggested to add in the first paragraph, first sentence "shall be in effect as of October 22, 2012".

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen establishes an Energy Efficiency Task Force effective October 22, 2012 and said task force shall report to the Board of Selectmen on a quarterly basis.

b. Approval of Updated Wetland Fee Schedule

Ms. Menard indicated that additional information was requested by Board Members at the last meeting regarding application fee comparisons with surrounding towns. A document entitled “2011 Application Fee Comparison” was given to all Board Members for their review. Mr. Baker indicated that when he was on the Inland/Wetlands Commission, he voted against the new fee schedule saying the difference of the fees would come out of the taxpayer and not the developer of the property. Mr. Richards commented that at the last meeting he requested this issue to be tabled to make sure that East Windsor was competitive in their fees so the economic development of East Windsor could flourish. He disagrees with Mr. Baker.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (Pippin) and **PASSED** (3-1)(In Favor – D. Nelson, J. Richards, and R. Pippin; Opposed – A. Baker) that the Board of Selectmen approves the new Wetland Fee Schedule as presented and attached hereto labeled Exhibit B.

X. New Business

b. Discussion of East Windsor Ambulance Tour

Ms. Menard indicated the East Windsor Ambulance has requested to be considered in the next budget. Ms. Menard had additional information for the Board Members to review and gave to each Board Member documents entitled “Lease Between the Town of East Windsor and East Windsor Ambulance Association, Inc. dated December 12, 1989”, “East Windsor Ambulance Association, Inc. Contract for Ambulance Services with the Town of East Windsor dated April 19, 2010”, “Extension of East Windsor Ambulance Association, Inc. Contract for Ambulance Services dated July 27, 2009”, and “Background Information Regarding the East Windsor Ambulance Association dated February 12, 2010”. Ms. Menard commented on an email from Ms. Sharon Tripp, Alternate Member of the Board of Finance, in which a five year history of profit and loss reports were requested and given by the East Windsor Ambulance. Ms. Menard inquired if everyone was copied on this email and if anyone needed that information, same would be forwarded to them.

Ms. Menard wanted to the Board Members to have this information before the budget process so they can be well informed during the process.

c. Appointment of Town Attorney in Accordance with Town Charter, Section 6-6(b) 1-6

Ms. Menard indicated that the Board needs to appoint the Town Attorney pursuant to the Town Charter, Section 6-6(b) 1-6.

A brief discussion was held.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen appoints Pullman & Comley, LLC as Town Attorney for the Town of East Windsor and authorized First Selectman Denise Menard to sign an engagement letter dated October 17, 2012 for Pulman & Comley, LLC to provide legal services as Town Attorney for the Town of East Windsor.

d. Discussion of August 2011 Warehouse Point Fire District Letter

Ms. Menard indicated to the Board Members that in their packets is a letter dated August 5, 2011 in which a replay was never received. Ms. Nelson indicated she was asked specifically about this letter and the circumstances surrounding this letter. She believes that both Fire Marshall's should discuss their responsibilities surrounding this incident. Mr. Baker commented that no fire departments were called to this incident. Ms. Menard indicated that the Town Fire Marshall can be called to any incident within the Town of East Windsor, no matter if it is Broad Brook or Warehouse Point.

A brief discussion was held. It was ultimately decided that the Fire Marshals would be asked to come to the next meeting and to respond to this letter.

e. Cancellation of the November 6, 2012 Board of Selectmen's Meeting Due to Election Day

Ms. Menard indicated that the next Regular Meeting is scheduled for Tuesday, November 6, 2012 which is Election Day and the meeting room would not be available.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (3-1)(In Favor – D. Nelson, R. Pippin, and A. Baker; Opposed – J. Richards) that the Board of Selectmen cancels the November 6, 2012 Regular Meeting unless an emergency arises, a Special Meeting will be scheduled.

f. Approval of Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector wherein Ms. Kimberly Lord, Tax Collector is requesting under Connecticut

General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$5,668.45 dated October 10, 2012.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$5,668.45 pursuant to the tax collector's request dated October 10, 2012.

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200 (6) (a) Personnel Section 1-200 (b) Pre- Litigation

It was **MOVED** (Pippin) and **SECONDED** (Nelson) **PASSED** (U) that the Board of Selectmen enters into Executive Session discussion to preserve confidentiality.

The Board entered into Executive Session at 9:28 p.m.

It was **MOVED** (Baker) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen terminates Executive Session and enters into Public Session at 9:50 p.m.

It was **MOVED** (Richards) and **SECONDED** (Baker) and **PASSED** (3-0) (J. Richards abstained) that the Board of Selectmen In accordance with Town Ordinance "Town of East Windsor Rules of Procedure and Grounds for Removal of Appointive Board and Commission Members", to remove Mr. Richard Covill from the Economic Development Commission due to his more than 4 consecutive unexcused absences from Economic Development Commission Meetings.

XIII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the October 16, 2012 Regular Meeting at 9:55 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

**Board of
Selectmen/
Accounts**

Transfer #	Transfer	Account Dept/line	Department	Amount	Reason	Town Meeting
	OTHER					
S2012-10	To From	08/1025/0661 08/1025/0658	CNR-Town Information Tech CNR-Town Unassigned	\$21,500.00	To purchase land use permitting software	X
S2012-11	To From	08/1025/0469 08/1025/0658	CNR-PD Renovations CNR-Town Unassigned	\$32,000.00	Additional funds needed to complete locker room reno	X
S2012-12	To From	08/1025/0468 08/1025/0658	CNR-Public Safety Security CNR-Unassigned	\$5,000.00	For Town ID System financial server crash	X
S2012-13	To From	08/1025/0640 08/1025/0658	CNR-Town Renovations CNR-Unassigned	\$11,486.64	Town Renovations	X

**Pending Board of Finance approval, Town Meeting scheduled for October 29,
2012.**

EXHIBIT B

**TOWN OF EAST WINDSOR- INLAND WETLAND WATERCOURSE AGENCY
APPLICATION FEES**

<u>ACTIVITY</u>	<u>FEE</u>
<u>APPLIED</u>	
State of Connecticut Land Use Fee	<u>\$60.00</u>
<u>\$60.00</u> +	
Permitted Uses- As-Of-Right (state fee still required)	<u>NONE</u>
Agent Decision (Activities in Upland Review Area)	<u>\$75.00</u>
<u>\$</u> +	
Residential Uses-Basic Fee Per Lot	<u>\$150.00/per</u>
lot (in URA/Wetlands) + OR	
<u>\$20.00/per lot OR</u>	
Additions, accessory structures, etc.	<u>\$50.00 + OR</u>
Multi-Unit Dwellings	
➤ \$50.00 Per Building outside URA	<u>\$</u>
➤ \$100.00 Per Building inside URA/Wetlands	<u>\$</u>
Modification to Residential Approval Per Lot	<u>\$20.00/per</u>
<u>lot+</u>	
➤ \$40.00 per 1000 sq. ft disturbance wetlands	<u>\$</u>
➤ <u>\$25.00 per 1000 sq. ft. impervious surface within first 75'</u>	<u>\$</u>
<u>Of upland review area</u>	
➤ \$250.00 per detention/retention basin	<u>\$</u>
➤ \$100.00 per storm drain outfall	<u>\$</u>
➤ \$100.00 per watercourse crossing with definable channel	<u>\$</u>
➤ <u>TOTAL FOR RESIDENTIAL USES</u>	
<u>\$</u> +	
Commercial Uses/Industrial/Other Uses	<u>\$300.00 +</u>
<u>OR</u>	
Modification to Commercial/Industrial Approval	<u>\$150.00 +</u>
➤ \$65.00 per 1000 sq. ft. disturbance wetlands	<u>\$</u>
➤ <u>\$40.00 per 1000 sq. ft. impervious surface within first 75'</u>	<u>\$</u>
<u>Of upland review area</u>	
➤ \$250.00 per detention/retention basin	<u>\$</u>
➤ \$100.00 per storm drain outfall	<u>\$</u>
➤ \$200.00 per watercourse crossing with definable channel	<u>\$</u>
➤ <u>TOTAL FOR COMMERCIAL/INDUSTRIAL/OTHER USES</u>	
<u>\$</u> +	

EXHIBIT B CONTINUED

Significant Activity Fee (Legal Notice For Public Hearing) **\$300.00**
\$ _____ +

Permit Extension Fee:

➤ Residential Uses **\$40.00**
\$ _____ +

➤ Commercial/Industrial Uses **\$80.00**
\$ _____ +

Map and Regulation Amendments **\$250.00**
\$ _____ +

TOTAL APPLICATION FEE: \$ _____

Complex Application Fee-*Section 19.3 of the IWWA Regulations and Section 22a-42a(e) of the Connecticut General Statutes states that an applicant shall pay a fee equal to the Town's expenditures in hiring outside consultants and experts to analyze, review and report on issues requiring such experts. The fees shall be determined by the Town through obtaining an estimate from its consultants based on the nature of the application and the application submittal. The applicant shall make a payment to the Town prior to the IWWA holding a Public Hearing for said application within 5 (five) days of receiving notice of the amount due. If the Town expenditure exceeds the estimate, the Applicant shall submit additional funds within 5 days upon receiving notice from the Town. Any excess amount collected over the actual costs shall be refunded to the Applicant after the completion of the application review process. The failure by the Applicant to make this payment shall render the application incomplete.*

Exemption. Boards, Commissions, Councils and Departments of the Town of East Windsor are exempt from all fee requirements.

Waiver. The applicant may petition the Agency to waive or reduce payment of the fee during the application period. Such petitions shall be in writing and shall state fully the facts and circumstances the Agency should consider in its determination under this subsection. The Agency may waive all or part of the application fee if the Agency determines that:

- a. The activity applied for would clearly result in a substantial public benefit to the environment or to the public health and safety and the applicant would reasonably be deterred from initiating the activity solely or primarily as a result of the amount of the application fee, or
- b. The amount of the application fee is clearly excessive in relation to the cost to the Town of reviewing and processing the application.

Method of Payment. All fees required by these regulations shall be submitted to the Agency by cash, check or money order payable to: Town of East Windsor at the time the application is received with the Agency.

EXHIBIT B CONTINUED

No application shall be granted or approved by the Agency unless the correct application fee is paid in full or unless a waiver has been granted by the Agency.
The application fee is not refundable.

Definitions. As used in this section the following are defined:

Residential Uses means a single residential building containing no more than three (3) dwelling units including additions, accessory structures, etc.

All Other Uses means any other use not identified as a residential use as part of this fee schedule.

Watercourses with a Definable Channel applies to all brooks, streams, rivers and their tributaries vernal or intermittent that exhibit evidence of prolonged flow. This does not apply to drainage ditches or waters with no definable channel.

NOTE. The CT State Legislature, under Public Act 92-235, requires that the Town of East Windsor collect an additional \$60.00 for every land use application that is processed. This fee is in addition to the fees charged by the Town.

Other Fees Not Associated with Permit Application

Inland Wetlands & Watercourses Regulations - \$10.00

11" x 14" color copy of Wetland Map - \$3.00

Photocopies - \$0.50

Signature of Applicant

Date